

TO: Student Information System Contacts

**WEB SUBMISSION OF STUDENT RECORD DATA COLLECTION-EOY FILE**

This is an update on our progress in making the Web site available for you to submit your Student EOY file. Final programming revisions are being made for the upload process. We anticipate that these revisions will be completed so that we can open the site on Monday, August 25, 2003. In the meantime, if you have a file ready for testing, please e-mail it to this address so we can submit it through our test site and provide you feedback on the status of your file.

**MISCELLANEOUS STATISTICS (WEB COLLECTION FORM)**

The data entry form for the miscellaneous aggregate statistics required for the end-of-year reporting is available on the web site. This information must be completed in order to print final summary and verification reports when you have a successful submission of your Student Record Data Collection\_EOY file.

**CONTACT INFORMATION**

Please work with your School and Staff Administration contact to ensure that contacts have been assigned for the Miscellaneous Statistics and the Student Record Data Collections (EOY, FALL, and SPR). Since different edits apply to each of the student collections reporting periods because of the data requirements for each period, separate applications are listed on the web.

**REMINDER TO SASI USERS**

If you have not already sent your purchase order, you need to get your purchase order in as soon as possible so that you will be able to download the patches that will be required for you to create the tab delimited student record data file. As of this past Tuesday, Barb indicated that she had received purchase orders from only 36 divisions.

**THANK YOU!!!!**

We truly appreciate your support and all of the feedback everyone has provided. Thank you for working with us to ensure that this project is successful.

Do not hesitate to contact any of the Data Administration team if you have any questions.

Thanks,  
Janet

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